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**Chaplain**

**CHAPLAIN ASSISTANT PROFESSIONAL  
DEVELOPMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 52-1, *Chaplain Service*. It directs the structure and programs for Chaplain Assistant professional development and describes the process for vectoring and accessing Chaplain Assistants. This instruction applies to active duty, Air Force Reserve and Air National Guard. Send comments and suggested improvements on an AF Form 847, *Recommendation for Change of Publication*, through channels, to AF/HC, 1380 AF Pentagon, Rm 4E260, Washington DC 20330-1380. Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of their supplement to [afhcc.workflow@pentagon.af.mil](mailto:afhcc.workflow@pentagon.af.mil) for review and coordination before publishing. Other commands furnish one copy of each supplement to the next higher headquarters for review and coordination before publishing. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AF Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

**SUMMARY OF CHANGES**

This publication has been substantially revised and must be completely reviewed. Major changes include reorganization and prioritization of core capabilities; codification of retraining interview process, professional development courses, professional/continuing education requirements and the enlisted vectoring/mentoring process; and relieving Chaplain Assistants from duty.

## **1. Chaplain Assistant – Heritage to Horizons.**

1.1. The War Department issued General Order No. 253, dated 28 December 1909, establishing the official military occupational specialty of the Chaplain Assistant “for the purpose of assisting the Chaplain in the performance of his duties.”

1.2. Today, Chaplain Assistants proudly serve first and foremost as American Airmen; they possess the skills to resource and manage spiritual care and the free exercise of religion for Airmen, their dependents and other authorized personnel. These skills represent the uniqueness of the Chaplain Assistant Air Force Specialty and distinguish it from all other American Airmen.

1.3. As non-clergy members of the Air Force Chaplain Corps, Chaplain Assistants assist and partner with Air Force Chaplains to form Religious Support Teams (RSTs) to provide spiritual care and facilitate the free exercise of religion at home base and deployed locations. Chaplain Assistants perform in a manner respectful of a pluralistic religious environment and support all faith groups. Chaplain Assistants must perform duties linked to serving the spiritual and religious needs of Airmen; assigning Chaplain Assistants to duties counter to these skills degrades the Air Force Chaplain Corps’ capability in accomplishing the commander’s mission.

## **2. Core Capabilities.** Chaplain Assistants provide the following core capabilities to the US Air Force:

**2.1. Religious Program Management.** Chaplain Assistants partner with Chaplains to develop, manage, control and evaluate religious programs to ensure effectiveness. This capability is critical to Airmen and their dependents in contingency and steady state environments.

2.1.1. Religious Observances. Chaplain Assistants resource and manage support of religious observances to include worship, liturgies, rites and other religious requirements for all faith groups.

2.1.2. Resources. Chaplain Assistants, in conjunction with other Chaplain Corps personnel (e.g., Chaplains, GS employees) manage enlisted manpower positions, personnel, volunteers, appropriated funds, Chapel Tithes and Offerings Funds (CTOF), non-appropriated and/or MWR funds, religious facilities, supplies and equipment.

2.1.3. Administration. Chaplain Assistants manage chapel administration to include records management, forms, publications, publicity, professional correspondence, background checks, operating instructions, suspense actions and other administrative needs of the Chaplain Corps mission.

**2.2. Advising Leadership.** Chaplain Assistants are highly trained and qualified to provide advice to leaders at all levels on religious accommodation, ethical, moral, morale issues and needs, primarily for, and regarding, the enlisted force. Commanders, Command Chiefs, group superintendents, first sergeants and supervisors at all levels should know the issues affecting their Airmen and how to best address them. Chaplain Assistants are a trusted source for valid, real-time information. As the faces and voices of our enlisted Airmen, Chaplain Assistants integrate into units and appropriately advise leaders on the issues and challenges Airmen face.

**2.3. Crisis Intervention Counseling.** The Chaplain Corps enjoys privileged communication when a person makes a confidential communication to a Chaplain Assistant in his/her official capacity as a formal act of religion or as a matter of conscience (see *Military Rules of Evidence*, Rule 503, Manual for Courts-Martial, United States (2012)). Moreover, Chaplain Assistants are commonly the first line of care for Airmen in need. Facilitating care for Airmen early in a crisis enhances resiliency, mission readiness and capability. Crisis intervention counseling is an immediate, interventional approach to providing mental and moral support with the aim of restoring the person to the level of function prior to the crisis. This capability includes counseling in moments of crisis, response to crises and suicide prevention/intervention. While every NCO performs counseling (see AFPAM 36-2241, *Professional Development Guide*, Section 10E), Chaplain Assistants possess the core capability to care for Airmen at the point of crisis. They are specially trained to identify potential problems and assist individuals in finding the professional help they need. Through crisis intervention counseling, Chaplain Assistants mitigate crises such as suicide, grief, traumatic stress or other forms of crisis. Chaplain Assistants will not, at any time, conduct spiritual counseling and will immediately refer people in need of spiritual counseling to a Chaplain. Chaplain Assistants may make referrals to other agencies for issues not of a spiritual nature as appropriate.

**2.4. Unit Engagement.** As part of the RST, Chaplain Assistants are intentionally integrated into unit ministry and engagement plans as a resource for meeting the spiritual needs of Airmen. Unit Engagement is best realized when unit members embrace Chaplain Assistants as “one of them” through participation in unit meetings, commander calls, training with the unit and other unit activities. Chaplain Assistants conduct unit engagement jointly with their RST partner(s) or independently.

### **3. Organizational Responsibilities.**

**3.1. Air Force Chief of Chaplains (AF/HC).** The Chief of Chaplains develops and implements policy for professional development of all Chaplain Corps personnel under 10 U.S.C. § 8067(h).

**3.2. Chaplain Assistant Air Force Career Field Manager (AFCFM) (AF/HCC).** The AFCFM organizes and manages the Chaplain Assistant career field by overseeing all aspects of career field education and training. Additionally, the AFCFM manages manpower and personnel actions to ensure the effective utilization of Chaplain Assistants. The AFCFM provides functional direction for the Chaplain Corps College regarding issues affecting the career field. The AFCFM also chairs the Chaplain Assistant Force Development Team (FDT), Chaplain Assistant Functional Advisory Council, Chaplain Assistant Utilization and Training Workshops (UTW) and Specialty Training Requirements Team (STRT).

**3.3. MAJCOM/FOA/DRU Chaplain Assistant Functional Manager (MFM/HCC).** MFMs manage the Chaplain Assistant Career Field within their MAJCOM/FOA/DRU and serve as liaisons to the AFCFM. MFMs manage the health and manning of the career field within their command and elevate concerns to the AFCFM. They manage command training, manpower, and utilization issues with their MAJCOM/FOA/DRU staff and the AFCFM.

**3.4. Air Education and Training Command (AETC) Chaplain Assistant Functional Manager (AETC/HCC).** The AETC MFM serves as the liaison between Air Staff, AETC and Air Force Personnel Center (AFPC) on manpower and personnel actions affecting AETC formal courses. In addition, the AETC MFM serves as the Assistant AFCFM.

**3.5. Technical Training Office (ECPD/MSOT).** This office is responsible for the design, development, and fielding of technical training courses to fulfill the AETC contractual agreement with the AFCFM as documented in the Specialty Training Standard (STS). ECPD/MSOT coordinates scheduling, normally on a three-year cycle, and hosts U&TWs and STRTs. ECPD/MSOT monitors student enrollment and/or cancellation from technical training courses. Additionally, this office manages Trained Personnel Requirements (TPR), training management, training development, registrar functions, evaluations and faculty development programs.

**3.6. Chief, Chaplain Corps College (ECPD/HCC).** The Chief oversees the implementation of technical training courses to ensure requirements identified in the STS are met. Additionally, he/she oversees the development of professional continuing education courses as directed by the AFCFM. In this position, the Chief works in concert with ECPD/MSOT on technical training matters and works closely with the Career Development Course (CDC) Writer and the Manager, Chaplain Corps College Education Division to ensure cohesive education and training programs.

**3.7. Manager, Chaplain Corps Resource Development Center (AF/HCX).** The Manager develops professional resources for the Chaplain Assistant career field. Additionally, he/she researches and recommends opportunities that meet education and training requirements to the AFCFM. He/she coordinates Chaplain Assistant professional development requirements with the AFCFM and AF/HCX. He/she works closely with the Career Development Course (CDC) Writer and Chief, Chaplain Corps College to ensure cohesive education and training programs.

**3.8. Manager, Chaplain Corps College Education Division (ECPD/HCP).** The Manager executes the education and training mission for the Chaplain Assistant career field. Additionally, he/she researches and recommends education and training options to the Chaplain Assistant AFCFM. He/she coordinates Chaplain Assistant professional development requirements with the AFCFM and AF/HCX.

**3.9. Career Development Course (CDC) Writer.** The CDC Writer plans and develops CDC program materials that correspond with the Chaplain Assistant Career Field Education and Training Plan (CFETP) and STS. Additionally, the CDC Writer works closely with the Manager, Chaplain Corps Resource Development Center and the Chief, Chaplain Corps College to ensure cohesive training programs.

**3.10. Wing Chaplain and Superintendent/NCOIC, Chapel Operations.** This wing-level leadership team actively pursues professional development opportunities for Chaplain Assistants in response to Chaplain Corps requirements and local needs. They forward training deficiencies to MAJCOM/FOA/DRU//HC within 30 days of initial identification and annually thereafter during the month of March until the deficiency is satisfied. The Wing Chaplain ensures the role of the Superintendent/NCOIC is focused primarily on leadership, management and supervision. The Superintendent/NCOIC must organize and lead Chaplain

Assistants in the execution of assigned duties utilizing concepts specified in AFI 36-2618, *The Enlisted Force Structure*.

3.11. **Chaplain Assistant Force Development Team (FDT).** This is the primary advisory group to the Chief of Chaplains on all Chaplain Assistant Force Development and utilization issues. The FDT ensures the Chaplain Assistant career field is postured to facilitate spiritual care and the free exercise of religion across the full spectrum of the Air Force mission.

#### 4. Retraining.

4.1. **Lateral Career Field.** Chaplain Assistants are recruited and retrained from other career fields. Enlisted Airmen who desire to serve in the Chaplain Corps as Chaplain Assistants must volunteer and fulfill all requirements as specified in the Enlisted Classification Directory (see AFI 36-2101, *Classifying Military Personnel*, for specialty and entry qualifications, and AFI 36-2626, *Airman Retraining Program*, for additional retraining guidance).

4.2. **Interview Process.** Official retraining guidance is available on the Air Force Chaplain Corps website and the Enlisted Retraining Advisory available on the AFPC website.

4.2.1. The local Wing Chaplain and Superintendent/NCOIC, Chapel Operations will conduct all retraining interviews and make recommendations to their respective MFM.

4.2.1.1. Wing Chaplains and Superintendents/NCOICs are critical to the selection process. As part of the retraining interview process, they must review Enlisted Performance Reports, individual duty history RIPS, talk to current supervisors and verify that ASVAB scores meet minimum requirements.

4.2.1.2. High value should be placed on previous successes and the ability to be sensitive in providing for the needs of all faith groups.

4.2.2. The MFM reviews retraining packages and takes one of two actions, RECOMMEND APPROVAL or DISAPPROVE. In either action, the MFM will sign the retraining letter and forward to the Superintendent/NCOIC, Chapel Operations that conducted the interview. The Superintendent/NCOIC, Chapel Operations forwards the letter to the retraining applicant for processing.

#### 4.3. Selection to the AFSC.

4.3.1. Upon selection to the AFSC, members are retrained into the 5R0X1 career field.

4.3.2. After successful completion of the Chaplain Assistant Apprentice Course, students are awarded the 5R031 skill level, assigned to a wing-level chapel program, and enrolled in the 5-level CDC and upgrade training.

4.3.3. Members possessing a 3-skill level are not assigned to Air Staff, MAJCOM Staff, USAF Chaplain Corps special duty positions (including the Chaplain Corps College), Joint Bases or to locations with only one Chaplain Assistant authorization.

5. **Chief Master Sergeant Crossflows into 5R0.** The Chief of Chaplains and AFCCFM conduct all interviews for applicants under the CMSgt crossflow program. Upon acceptance, they are assigned to the Chaplain Corps as MFMs.

## 6. Professional Development.

6.1. **Career Field Education and Training Plan (CFETP).** The CFETP is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources and minimum core task requirements for the 5R0 specialty. This plan identifies the mandatory and optional skill level training that Chaplain Assistants must receive during their military careers and provides a clear career path to success in all aspects of career field training.

6.2. **Formal Training.** Chaplain Assistants attend formal training courses as identified below. Course descriptions, content and prerequisites are found in the Education and Training Course Announcements (<https://etca.randolph.af.mil>). Refer to the CFETP for detailed requirements for skill level upgrade. Formal training covers a variety of tasks listed under specific categories. (See the Chaplain Assistant 5R0X1 CFETP, Part II, Specialty Training Standard, for detailed tasks and references.)

6.2.1. Chaplain Assistant Apprentice Course. All Chaplain Assistant candidates attend this in-residence, initial skills training for award of the 3-skill level.

6.2.2. Chaplain Assistant Journeyman CDC. All 3-level Chaplain Assistants must successfully complete this correspondence course, as well as on-the-job training requirements, for award of the 5-skill level.

### 6.3. Professional Continuing Education (PCE) Courses.

6.3.1. Chaplain Assistant Strategic Leadership Course. This course is a mandatory requirement for all SNCOs based on the follow prioritization:

6.3.1.1. Any SNCO who has assumed the role of MFM within the past 12 months.

6.3.1.2. Any SNCO who is projected to assume the role of MFM within the next 12 months.

6.3.1.3. Any AFCFM/MFM-nominated S/NCO.

6.3.2. Superintendent/NCOIC, Chapel Operations Course. This PCE is a mandatory requirement for all Superintendents/NCOICs, Chapel Operations based on the following prioritization:

6.3.2.1. Any S/NCO who has graduated the Apprentice Course within the past 12 months and assumed the role of Superintendent/NCOIC, Chapel Operations.

6.3.2.2. Any S/NCO who has assumed the role of Superintendent/NCOIC, Chapel Operations within the past 12 months.

6.3.2.3. Any MFM-nominated S/NCO in need of refresher qualification.

6.4. **Continuing Education.** Continuing Education is any type of education that advances a specific skill set; it can take the form of workshops, seminars, home-study, online courses, conferences or reading publications/journals. As part of deliberate force development, Chaplain Assistants are required to obtain a minimum number of hours of continuing education during the course of a calendar year (see Table 1). The minimum number of hours is based on the enlisted tier system and, as such, is driven by the member's rank/grade at the beginning of the reporting period (*Example: A TSgt who is promoted to MSgt during the*

*calendar year* will be expected to acquire the minimum number of Continuing Education hours for NCOs for that reporting period).

6.4.1. Supervisors verify continuing education credits in any of the following ways (mandatory reporting is indicated below):

**6.4.1.1.** (MANDATORY) Annually, on 15 February, MAJCOM/FOA/DRU Functional Managers will report to AF/HCC (afhcc.workflow@pentagon.af.mil) the Continuing Education hours for each member of his/her command (see Table 2 in Attachment 2).

**6.4.1.2.** (Optional). Member's training records

**6.4.1.3.** (Optional). Performance Feedback process (see AFI 36-2406, *Officer and Enlisted Evaluation Systems*, Chapter 2).

**6.4.1.4.** (Optional). Enlisted Performance Reports (see AFI 36-2406, Chapter 3).

**6.4.1.4.1.** For MSgt-CMSgt, hours can be recorded on AF Form 911, *Enlisted Performance Report (AB thru TSgt)*, Section III, Part 5, *Training, Education, Off-Duty Education, PME, Professional Enhancement and Communication*.

**6.4.1.4.2.** For SrA-TSgt, continuing education hours can be recorded on AF Form 910, *Enlisted Performance Report (MSgt thru CMSgt)*, Section III, Part 4, *Training Requirements*.

**Table 1. Continuing Education Requirements**

	Religious Program Management	Advising Leadership	Crisis Intervention Counseling	Unit Engagement	Minimum Number of Hours
Senior NCOs	10	10	10	10	50
NCOs	8	8	8	8	40
Amn	5	5	5	5	30

6.4.2. Religious Program Management. Topics include, but are not limited to, program management, strategic planning, needs assessments, world religions, accounting, personnel management and administration.

6.4.3. Advising Leadership. Topics may include, but are not limited to:

6.4.3.1. Employing Military Capabilities: Operational and strategic art; unit, Air Force, Joint and coalition capabilities; and non-adversarial crisis response.

6.4.3.2. Enterprise Perspective: Enterprise structure and relationships; government organization and processes; global, regional and cultural awareness; and strategic communication.

6.4.3.3. Managing Organizations and Resources: Resource stewardship, change management and continuous improvement.

6.4.3.4. Strategic Thinking: Vision, decision making and adaptability.

6.4.3.5. Leading People: Developing and inspiring others, taking care of people and diversity.

6.4.3.6. Fostering Collaborative Relationships: Building teams and coalitions and negotiating.

6.4.3.7. Embodying Airman Culture: Ethical leadership, followership, Warrior Ethos and developing self.

6.4.3.8. Communicating: Speaking/writing and active listening.

6.4.4. Crisis Intervention Counseling. Topics include, but are not limited to, crisis intervention strategies, suicide intervention/prevention, active listening/screening techniques and traumatic stress response.

6.4.5. Unit Engagement. Topics include, but are not limited to, organizational dynamics, teamwork, communication, team construct/development and strategic planning. This may also include learning the unit's history, mission and capability.

**6.5. Training Summits/Symposiums.** Chaplain Corps sponsored training summits/symposiums are designed to meet professional development requirements that directly support successful Chaplain Corps mission accomplishment. Official Temporary Duty (TDY) is authorized to attend these summits/symposiums and to non-Chaplain Corps sponsored summits/symposiums that meet a training need or professional development requirement.

**6.6. Care for the Caregiver/Resiliency Training.** This training provides personal growth, development and renewal opportunities. Active duty Chaplain Assistants are required to attend at least one such training event every three to five years.

**6.7. Community College of the Air Force (CCAF).** Chaplain Assistants should obtain an Associate Degree in Applied Science in Social Services through the CCAF. This degree is required for any Airmen to be vectored to Headquarters Air Force, MAJCOM or Chaplain Corps College assignments.

**6.8. CCAF Professional Manager Certification Program.** Chaplain Assistants should pursue the CCAF Professional Manager Certification (PMC). The PMC is a professional credential awarded by CCAF that formally recognizes an individual's advanced level of education and experience in leadership and management, as well as professional accomplishments. The program provides a structured professional development track that supplements Enlisted Professional Military Education (EPME) and CFETP. While primarily designed for Air Force SNCOs, any enlisted Airmen who meet program requirements may be nominated and awarded the PMC.

**6.9. Advanced College/University Degrees.** Advanced education is encouraged for enhancing professional qualifications and competency. It increases leadership skills and helps prepare Chaplain Assistants for senior leadership positions.

**6.10. Force Development Vectoring and Mentoring.** Career-minded Airmen should serve in a variety of duty positions, through the vectoring process, that promote professional development. These positions are important reflections of one's career knowledge and



experience as an Airman and Chaplain Assistant as he/she progresses to SNCO positions of leadership. Mentoring is an inherent responsibility of supervision and leadership. It is an essential ingredient in developing well-rounded, professional and competent future leaders. Chaplain Assistants are encouraged to actively seek mentors both internal and external to the Chaplain Corps. Follow instructions for mentoring provided in AFI 36-3401, *Air Force Mentoring*.

6.10.1. The AFCFM:

- 6.10.1.1. Manages the force development vectoring and mentoring process.
- 6.10.1.2. Establishes all suspenses.
- 6.10.1.3. Requests MAJCOM/FOA/DRU MFMs nominate eligible S/NCOs and Airmen for vectoring/mentoring process.
- 6.10.1.4. Informs nominees of their selection and provides guidance regarding the process.
- 6.10.1.5. Chairs SNCO vectoring panel and selects CMSgts to chair NCO/Airmen vectoring/mentoring panels.
- 6.10.1.6. Selects SNCOs for membership on vectoring/mentoring panels.
- 6.10.1.7. Reviews all reports for discrepancies or inconsistencies.
- 6.10.1.8. Analyzes cumulative data from panels and provides Chief of Chaplains and Chaplain Corps Council (including FDT) with results.

6.10.2. MFMs:

- 6.10.2.1. Nominate eligible S/NCOs and Airmen for vectoring/mentoring process.
- 6.10.2.2. Identify SNCOs for membership on vectoring/mentoring panels.
- 6.10.2.3. Actively engage with Wing Chaplains and Superintendents/NCOICs, Chapel Operations regarding vectoring/mentoring process to clarify responsibilities of nominee and supervisory chain.
- 6.10.2.4. Review nominee packages upon receipt and validate accuracy of data.
- 6.10.2.5. In conjunction with the MAJCOM/FOA/DRU Command Chaplain, “concur” or “non-concur” with Wing Chaplain and Superintendent/NCOIC, Chapel Operations vector.
  - 6.10.2.5.1. If “concur,” report is finalized and submitted based on established suspense.
  - 6.10.2.5.2. If “non-concur,” coordinate with Wing Chaplain and Superintendent/Chapel Operations in an effort to reach concurrence. If concurrence cannot be reached, “non-concur” and offer justification for “non-concurrence.”
- 6.10.2.6. Once nominee receives final report, in conjunction with Wing Chaplain and/or Superintendent, Chapel Operations, review report with nominee in an effort to explain or clarify results.

6.10.3. Wing Chaplain and Superintendent/NCOIC, Chapel Operations:

6.10.3.1. Ensure all suspenses are met.

6.10.3.2. Ensure all submitted forms, reports and correspondence are accurate.

6.10.3.3. Actively engage with nominee vectoring/mentoring process to clarify responsibilities.

6.10.3.4. Review nominee package(s) upon receipt and validate accuracy of data.

6.10.3.5. "Concur" or "non-concur" with nominee's vector.

6.10.3.5.1. If "concur," report is finalized and submitted based on established suspense.

6.10.3.5.2. If "non-concur," coordinate with nominee in an effort to reach concurrence. If concurrence cannot be reached, "non-concur" and offer justification for "non-concurrence."

6.10.3.6. In conjunction with MFM, review report with nominee in an effort to explain or clarify results.

6.10.4. Nominees:

6.10.4.1. Ensure all suspenses are met.

6.10.4.2. Ensure all submitted forms are accurate.

6.10.4.3. Actively engage with supervisory chain in an effort to understand responsibilities.

6.10.4.4. Review report with operational (Wing Chaplain and Superintendent/NCOIC, Chapel Operations) and functional (MFM) chains of command.

**7. Enlisted Force Structure.** Using the principles of centralized management and decentralized execution, the Superintendent/NCOIC, Chapel Operations is the central manager for all wing-level Chaplain Corps operations. He/she is in the best position to guide subordinates along their career paths.

**7.1. Operational Supervision.**

7.1.1. The Wing Chaplain directly supervises the Superintendent/NCOIC, Chapel Operations.

7.1.2. The Superintendent/NCOIC, Chapel Operations exercises operational supervision of all Chaplain Assistants on the staff, either by direct supervision or as the supervisor to their supervisor. He/she serves as rater or additional rater for Enlisted Performance Reports (EPR), conducts official feedback, drafts awards and decoration packages, and performs other duties normally associated with supervision of individuals, including mentoring. He/she coordinates duty requirements for Chaplain Assistants with functional leaders (see next paragraph) as necessary to avoid work conflicts and maintain unity of command.

**7.2. Functional Authority.** Chaplains or Chaplain Assistants who are given functional responsibilities for a process or project exercise functional authority over that process or project and others assigned to support it. For example, a Chaplain in charge of Flightline Ministries, and has a Chaplain Assistant assigned as an RST partner, is the functional leader

of the flightline process and exercises functional authority. The Superintendent/NCOIC, Chapel Operations maintains operational supervision and responsibility for official feedback, EPRs, awards and decorations, etc. Functional leaders coordinate requirements for Chaplain Assistants with the Superintendent/NCOIC, Chapel Operations (see previous paragraph) or immediate supervisor as necessary to avoid work conflicts and maintain unity of command.

**8. Relieving Chaplain Assistants from Duty.** Chaplain Assistants may be relieved from duty and from the Chaplain Assistant Career Field for any of the following reasons (see Air Force Enlisted Classification Directory):

- 8.1. Displaying religious bias that negatively impacts the Chaplain Corps mission.
- 8.2. Violating privileged communication/confidentiality.
- 8.3. Any history of emotional instability, personality disorder or other unresolved mental health problem.
- 8.4. Any convictions by courts-martial, or convictions by a civilian court, except for minor traffic violations and similar infractions listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*.
- 8.5. Any record of substance abuse, financial irresponsibility, domestic violence or child abuse.
- 8.6. Any conviction in civil or UCMJ proceedings (to include judicial and nonjudicial punishment) for any type of drug abuse or drug-related offense.
- 8.7. Any record of disciplinary action (Article 15 or courts-martial) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*.
- 8.8. Any record of disciplinary action (Letter of Reprimand or Article 15) for failure to exercise sound leadership with respect to morale or welfare of subordinates.

HOWARD D. STENDAHL, Chaplain, Brig Gen, USAF  
Deputy Chief of Chaplains

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 31-207, *Arming and Use of Force by Air Force Personnel*, 29 Jan 2009  
AFI 36-2002, *Regular Air Force and Special Category Accessions*, 7 Apr 1999  
AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 14 Jun 2010  
AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 15 Apr 2005  
AFI 36-2618, *Enlisted Force Structure*, 27 Feb 2009  
AFI 36-2626, *Airman Retraining Program*, 1 Jul 1999  
AFI 36-2909, *Professional and Unprofessional Relationships*, 1 May 1999  
AFI 36-3401, *Air Force Mentoring*, 1 Jun 2000  
AFMAN 33-363, *Management of Records*, 1 Mar 2008  
AFPD 52-1, *Chaplain Service Planning and Organizing*, 10 May 2005  
Manual for Courts Martial, 2012

***Prescribed Forms***

None

***Adopted Forms***

AF 847, *Recommendation for Change of Publication*  
AF Form 910, *Enlisted Performance Report (AB thru TSgt)*  
AF Form 911, *Enlisted Performance Report (MSgt thru CMSgt)*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command  
**AFCFM**—Air Force Career Field Manager  
**AFI**—Air Force Instruction  
**AFPC**—Air Force Personnel Center  
**AFPD**—Air Force Policy Directive  
**ASVAB**—Armed Services Vocational Aptitude Battery  
**CCAF**—Community College of the Air Force  
**CDC**—Career Development Course  
**CFETP**—Career Field Education and Training Plan  
**CTOF**—Chapel Tithes and Offering Fund  
**DRU**—Direct Reporting Unit

**EPME**—Enlisted Professional Military Education

**FDT**—Force Development Team

**FOA**—Field Operating Agency

**HC**—Chaplain Directorate or Division

**MAJCOM**—Major Command

**MFM**—MAJCOM Functional Manager

**NCOIC**—Noncommissioned Officer in Charge

**PCE**—Professional Continuing Education

**PMC**—Professional Manager Certification

**RDS**—Records Disposition Schedule

**RST**—Religious Support Team

**STRT**—Specialty Training Requirements Team

**STS**—Specialty Training Standard

**TDY**—Temporary Duty

**TPR**—Trained Personnel Requirements

**USAF**—United States Air Force

**U&TW**—Utilization and Training Workshop

## CHAPLAIN ASSISTANT CONTINUING EDUCATION REPORTING TOOL

**Table A2.1. Chaplain Assistant Continuing Education Reporting Tool**

USAFE	Member (Category)	RPM	AL	CIC	UE	Total
Lakenheath	MSgt Nick Fury (SNCO)	13	12	11	15	51
Ramstein	SSgt Iron Man (NCO)	8	10	9	8	35
Alconbury	SrA Thor Sonofoden (Amn)	9	6	8	7	30
(NOTE: RPM – Religious Program Management; AL – Advising Leadership; CIC – Crisis Intervention Counseling; UE – Unit Engagement)						